



## 2013 GRANT INFORMATION

The aim of the Feed Geelong Grant Program is to provide Geelong charities with resources to collect, store, transport, cook or distribute food to improve the food security of disadvantaged people in the Geelong region.

100% of funds raised in the Feed Geelong 2013 Appeal will be distributed via the Feed Geelong Grant Program. Our 2013 Feed Geelong Appeal fundraising target is \$50,000.

In 2013 the Feed Geelong Grant Program will provide small grants (\$1,000 to \$5,000) to charitable organisations to improve the food security of disadvantaged people in the Geelong region. Specifically grant funding can be used for:

- Equipment (e.g. fridge, freezer, van)
- Minor capital works (building a food pantry, installing shelving)
- Operational (e.g. fuel, rent, utilities)
- Staff (e.g. to coordinate volunteers, manage program)
- Capacity building (e.g. training for volunteers, needs assessment, evaluation, strategic planning)
- Program development (e.g. expand/enhance a current program, create a new program)

**Exclusions** - Grants **may not** be used for the purchase of food.

### Who Can Apply

To be eligible to apply for a Feed Geelong Grant from Give Where You Live you must be a charitable organisation endorsed as a Deductible Gift Recipient (DGR) as covered by Item 1 of the table in section 30-15 of the Income Tax Assessment Act 1997 **AND** be endorsed as a Tax Concession Charity (TCC). You can visit [www.abr.business.gov.au](http://www.abr.business.gov.au) to check your organisation's endorsements.

In addition, you must be an organization providing food relief in the Geelong region. The Geelong region is defined as the four local government areas of the City of Greater Geelong, Surf Coast Shire, Borough of Queenscliff, and southern Golden Plains Shire.

**Exclusions** - Please note Give Where You Live does not provide funding to/for:

- Individuals
- Clinical or medical research
- Endowment Funds
- Conferences or fundraising events
- Retrospective or duplicated funding
- Programs that discriminate or create community conflicts
- Auspicing - the organization applying **MUST** be the one undertaking the project or program
- Previous grant recipients who have not completed reporting and acquittal requirements

### Application Process

All applications must be submitted using the online Feed Geelong 2013 Grant application form. Before completing the online application form be sure to read and review the **Tips for Completing Your 2013**

**Application** which includes general tips for completing your application, the application form questions and tips for completing each question.

Only **one** application will be accepted from each organization for this grant program.

Applications must be submitted via the online application form by **5:00pm Friday, October 18<sup>th</sup>**.

Submitted applications will be reviewed by a panel of Give Where You Live Staff and community members/experts based on the following criteria:

- **Organizational Capacity** (ability to demonstrate your organization has the capability to successfully deliver the grant request) -20%
- **Budget and Financial Management** (ability to demonstrate your organization can be accountable and transparent, and can successfully manage funds for the grant request)- 20%
- **Evaluation and Impact** (ability to demonstrate maximum impact and improved service capacity to provide food relief in the Geelong region) – 60%

**All Applicants will be advised of their status by November 8<sup>th</sup>.**

### **Terms and Conditions**

Please be aware that the following terms and conditions will apply to all successful grantees:

- This funding is non recurrent and must be used between 15<sup>th</sup> November 2013 and 30 June 2014.
- Any unspent funds are required to be returned to Give Where You Live.
- You must advise any significant delay or changed circumstances for your project or organisation. Any requested variations need to be submitted in writing for prior approval by Give Where You Live.
- The return of a signed Funding Agreement and organizational logo (JPEG) prior to receipt of funding (due Thursday, 14 November 2013).
- Participation in a Grant Announcement Morning Tea. The Grant Announcement will take place on Friday, 15 November 2013 (exact time and location to be advised).
- Submission of a Final Report and Acquittal Statement to document expenditure and the impact and outcomes achieved by the end of the project (due Monday, 29 July 2014).
- Acknowledgement of and use of Give Where You Live logo.
- Marketing and media support e.g. submission of media collateral for use within Give Where You Live Marketing materials, guest speakers, special event invites.

### **Contact**

We are happy to help you put the best application forward. If you have any questions about eligibility, suitable grant requests, the application process or difficulty in completing the online form please contact:

**Cynthia Scherer**  
**Grants Administrator**  
**Give Where You Live**  
**T 5229 4364**  
**E [cynthia@givewhereyoulive.com.au](mailto:cynthia@givewhereyoulive.com.au)**